



Edinburgh Guarantee Schools Bulletin

Week beginning 2 May 2016

Welcome to the Edinburgh Guarantee Schools Bulletin. Each week we will be highlighting the opportunities currently available through the Edinburgh Guarantee.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Would you like to:

- ✓ find out about available opportunities for you?
- ✓ understand Edinburgh's job market?
- ✓ explore your options on leaving school?
- ✓ find out where to get help to get into employment, education, or training?

For answers to these questions, please visit our website www.edinburghguarantee.org where you should Register, complete your Member Profile, sign up for Job Alerts and apply for the Current Opportunities advertised in this bulletin.

If you would like to speak to one of the Edinburgh Guarantee team to find out more about any of the opportunities, please call Susie on 529 3257 or Sheena on 529 3525 or email edinburghguarantee@edinburgh.gov.uk.

The Edinburgh Guarantee has a  page so now we can talk to you even more.



us for information about jobs and events.



The screenshot shows the Facebook profile for 'The Edinburgh Guarantee', a Government Organisation. The cover photo features a group of diverse young people. The profile picture is a purple square with a white checkmark and the text 'The Edinburgh Guarantee' and 'A positive destination for all'. Navigation tabs include 'Timeline', 'About', 'Photos', 'Reviews', and 'More'. The 'PEOPLE' section shows 29 likes and an option to invite friends. The 'ABOUT' section contains a description of the organization's mission to provide job and training opportunities, along with a website link: <http://www.edinburghguarantee.org/young-people/>. The 'PHOTOS' section shows a grid of images, including a group photo and the organization's logo. The main content area displays a post from 'Edinburgh Guarantee via Smart Works Edinburgh' from 2 hours ago, titled 'For anyone who isn't sure what to ask at an interview!'. The post includes a photo of two men in suits sitting at a table, engaged in conversation. Below the photo, the text reads: 'The Smartest Interview Questions You Could Ever Ask' and 'These thoughtful questions — straight from hiring managers — will give you the'.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Audit Assistant

Contract: Fixed term (1st year) potentially moving onto a training contract

Salary: £15,500 per annum

Employer:

Scott-Moncrieff is one of Scotland's leading independent firms of chartered accountants and business advisors advising high calibre clients working across all sectors in Scotland and beyond and offering expert business insights at every opportunity. Our expertise encompasses financial assurance, risk management, improving performance and taxation. We have recently launched our new strategic plan and are looking to grow our business over the next five years. We are focused on supporting and growing our own talent and we want ambitious and enthusiastic individuals to join us in shaping our future.

Work Environment:

You will be primarily based in the Audit department in our Edinburgh office with ample opportunities to be seconded around different departments within the firm including Business Advisory and Tax.

What might a day in this job look like?

- You will have a varied day assisting graduate and seniors (in office and on site)
- Liaising with other departments to collect information
- Ensuring up-to-date knowledge
- Technical research when required.

What will I Learn?

- Bookkeeping skills
- Audit skills and an understanding of audit testing
- An understanding of audit files and the different sections of these
- How to use the software and hardware used by Scott-Moncrieff
- Time management and communication skills
- Teamwork and problem solving.

In addition the firm will be dedicated to your development and will support you through your studies to help you gain a recognised professional qualification (the same as a graduate would receive) after a successful 1st year.

- 1 year work experience (online bookkeeping course)
- 2 year funded AAT apprenticeship programme
- Opportunity to progress to ICAS, ACCA or CIPFA.

What Qualifications / Qualities are required?

We are looking for a driven, focused individual who is ready to be challenged. Our school leaver opportunities are an alternative route to university and will help kick start your career. You must have the following qualifications to be considered for the position:

- A minimum of National 5 in Maths and English
- At least 3 Highers from 5th year.

Further vacancies will be advertised later in the year to start in December 2016.

Closing Date:

Friday 10 June.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Modern Apprenticeship – Early Years Practitioner (8 posts)

Contract: Fixed Term until 29 June 2018, 36 hours per week term-time only (39 weeks per year)

Salary: £14,944 - £16,850 (pro rata for sessional working)

Employer:

At the City of Edinburgh Council, we're at the heart of the city. We employ over 19,000 people and are one of the city's leading employers. Our team is as diverse as the services we provide. Services that range from refuse collection to art galleries, parks to planning, schools to social care. The Council is committed to assisting people within the city by providing the opportunity to gain skills and knowledge and work towards a qualification through our Modern Apprenticeship Programme. Modern Apprenticeships (MAs) offer paid employment combined with the opportunity to gain nationally recognised qualifications.

Work Environment:

As an MA Early Years Practitioner you will contribute to the delivery of an effective education and care service in line with the pre-determined policies and procedures of the Council. You will work as a team member and establish good and effective relationships with the children, young people, staff and parents.

What might a day in this job look like?

Under supervision you will provide an appropriately challenging and stimulating educational environment where individual children and young people are encouraged to reach their full potential. This includes setting up equipment and working with children in both indoor and outdoor play areas, setting up and clearing playrooms and outdoor play areas. You will develop skills in observation, planning and promotion of children's all round development.

What will I Learn?

You will work towards an SVQ3 – Social Services (Children and Young People).

What Qualifications / Qualities are required?

Credit Level English (National 5), General Level Maths (National 4) and one other National 5.

This post is open to applicants who have left school in the last three years. You should also meet the following criteria:

- Excellent record for attendance and time keeping
- Recognising the importance of meeting children's individual learning and care needs
- Good verbal and written communication skills
- Working as part of a team.

Interviews for these posts will take place during 24-25 May.

Closing date:

Friday 13 May.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: School Leaver Internship (Ref. 1600663)

Contract: Fixed Term 6 Months to start Monday 15th August 2016

Salary: Living Wage - £15,015 per annum

Employer:

Standard Life Plc specialise in asset management and long-term savings. We want to lead the way in helping people save and invest for their future, by offering the types of products and services that they need throughout their lives.

Our Group employs around 6,500 people internationally and is listed on the London Stock Exchange with around 1.2 million individual shareholders across over 50 countries. And we're one of the top 500 companies worldwide, by revenue, as listed in the 2015 Fortune Global 500.

At Standard Life we believe everyone should have a future to look forward to, and that means looking after our customers, our shareholders, and our people. Our Edinburgh Guarantee school leaver internship programme has proven to be a huge success, helping school leavers grow and progress within a supported working environment.

We are now looking to recruit recent school leavers for our next intake in August 2016. If you are an enthusiastic, open-minded and forward thinking individual who can bring a can-do attitude to a task, we would love for you to apply and be part of the 100 school leavers we have already helped support through our programme.

Work Environment:

This programme will give you the opportunity to work in one of our many exciting business areas. The role pays the Living Wage giving you the ability to live and save for your future. You will be placed on a development programme that will grow your knowledge of working within Financial Services; this includes a buddy from the day you start and the ability to develop invaluable and transferable skills for your future career.

This is an exciting opportunity to get 6 months paid work experience in a large organisation, as part of an experienced team on an established programme that has proven to be one of the best in the UK. At the end of your 6 months you'll be supported to apply for jobs that build on the experience you have gained. We pride ourselves on our culture of staff retention and internal promotion.

What might a day in this job look like?

Depending on the area of business in which you work, you will be part of a wider team and will work as an integral part of our business, learning about the role with the support of your Manager and team.

What will I Learn?

Soft Skills: Communication, Teamwork, Problem Solving.

Work based training: MS Office, Business email skills, telephone skills.

What Qualifications / Qualities are required?

We don't need you to have any previous experience but we would expect you to be a recent school leaver with an interest in working in the Financial Services industry.

Closing Date: Friday 20 May.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Modern Apprenticeships – Various Opportunities

Contract: 12 month fixed term.

Salary: £16,842 per annum

Employer: Scottish Government

Opportunities available:

- Business Administration Officer - Criminal Justice Division
- Administration Officer – Property Division.

What might a day in this job look like?

The role of Modern Apprentice posts is to offer business administrative support and secretarial support under the supervision of and in support of a more senior officer. Duties usually call for the exercise of discretion and initiative whilst carrying out routine tasks and will often involve the use of IT based skills.

What will I Learn?

SVQ Level 2 in Business Administration.

What Qualifications / Qualities are required?

No qualifications are required, however a National 4 and 5 in English and Maths or equivalent is desirable. We wish to attract high quality candidates who have the:

- potential to perform at this level
- ability and commitment to achieve all the outcomes of the apprenticeship including passing SVQ 2 in Business Administration
- good written and communication skills including experience of using Microsoft Office
- the ability to work well as part of a team
- good organisational and time management skills
- accuracy and attention to detail
- good customer service skills
- respect for confidential information.

Closing date:

Please see individual job adverts.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Business Services - Modern Apprenticeship

Contract: One Year Fixed Term

Salary: £16,132 per annum

Employer:

Practitioner and Counter Fraud Services Business Unit delivers comprehensive transactional services to patients, NHS Boards, primary care practitioners and the Scottish Government Health & Social Care Directorate, and protects NHS Scotland from Fraud through the delivery of effective fraud prevention and detection strategies.

Work Environment:

You will be based in the Scottish Health Service Centre, Crewe Road South. The team members are friendly, energetic and hard working and so someone with an enthusiastic and friendly approach to work will find it easy to settle in.

What might a day in this job look like?

The duties will change regularly depending on what work and projects are required within the service. In general these tasks will include:

- General administration duties for service areas within P&CFS (typing, filing, sending and receiving emails, taking calls, managing calendars and booking systems)
- Assisting with the provision of support at Events and meetings such as arranging the Event/meeting, inviting people to the sessions, taking minutes and noting action points
- Assisting with the administration of a variety of projects, including web and social media
- Using internal systems and processes to input, extract and quality check data.

What will I Learn?

This Modern Apprenticeship is made up of two parts. Firstly, it is a Scottish Vocational Qualification (SVQ Level 3 or SCQF Level 7) that will steer you through three mandatory and five optional units associated with an administrative role, and secondly, you will gain the opportunity to rotate within many Business & Administration functions whilst working as an apprentice in PHI. You will also be required to attend Soft Skills and Employability Training.

What Qualifications / Qualities are required?

We are looking for someone who is enthusiastic to learn and to develop within an apprenticeship. It is important that you take pride in doing your best and are not scared to take on new challenges as part of a team. In order to meet funding criteria, you must be aged 16-24 years.

Closing Date:

12 noon on Friday 6 May.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Light Vehicle Technician – Modern Apprenticeship
Contract: 3 years with the possibility of continuing employment
Salary: Modern Apprenticeship National Minimum Wage
Employer: Arnold Clark

Work Environment:

You will be working within a team in the mechanical workshop.

What might a day look like in this job?

You will be involved in learning about the service and repair of vehicles including removal and replacement of major components such as engines and gearboxes.

What will I Learn?

You will be trained in all aspects of motor vehicle repair and maintenance including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics. You will train through GTG to SVQ Level 3 in Light Vehicle Maintenance and Repair.

What Qualifications / Qualities are required?

- You must have National 4 or 5 or equivalent in English, Maths and a science or technical subject.
- It is essential that you are literate, numerate, reliable and keen to learn.

Closing Date:

Wednesday 11 May.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

- Job Title:** Parts Advisor – Modern Apprenticeship
- Contract:** 3 years with the possibility of continuing employment
- Salary:** Modern Apprenticeship National Minimum Wage
- Employer:** Arnold Clark

Work Environment:

You will be working within a team in the Parts Department.

What might a day look like in this job?

Parts apprentices will be trained in:

- sourcing and ordering parts from stock
- checking supplier standards and looking at stock requirements.

You will be interacting with customers on a daily basis including:

- identifying customer needs
- giving customers advice both on the telephone and face to face.

What will I Learn?

Parts Apprentices will be trained in all operating systems within the parts department, along with full customer service training. You will gain an SVQ Level 3 in Motor Vehicle Parts Person.

What Qualifications / Qualities are required?

- You must have National 4 or 5 or equivalent in English, Maths, Administration or Computer Studies.
- It is essential that you are literate, numerate, reliable and keen to learn.

Closing Date:

Wednesday 11 May.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Administration Assistant - Modern Apprenticeship (R024)

Contract: Permanent

Salary: TBC

Employer:

Our client are an international environmental and engineering consultancy who have offices throughout the UK.

Work Environment:

Working from a modern office in North Edinburgh, you will provide administrative support to the team.

What might a day in this job look like?

- Answering the telephone
- Dealing with incoming and outgoing mail
- Data entry on to the company computer system
- Preparing meeting rooms
- Creating business documents (Microsoft Word, Excel etc)
- Filing.

What will I Learn?

You will undertake an SVQ Level 3 Business Administration.

What Qualifications / Qualities are required?

Ideally we are looking for Highers, National 4 or 5 or equivalent including Maths and English.

Closing Date:

This position will be closed when a suitable applicant is found.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Skills for the Future - Collections Digitisation Trainees – 6 posts

Contract: Full time - 18 months fixed term

Salary: £16,150 per annum

Employer:

The National Galleries of Scotland is made up of the Scottish National Gallery, Scottish National Portrait Gallery and Scottish National Gallery of Modern Art. Over 2.2 million people a year visit the Galleries to see our world-class collection.

Work Environment:

At the Galleries we are digitising every single artwork in our collection. We have over 100,000 items, so we need a little help. We're looking for 18 to 24 year olds who are passionate about photography and technology to join our team as Collections Digitisation Trainees.

What might a day in this job look like?

The traineeship lasts 18 months and is paid £16,150 a year with funding from the Heritage Lottery Fund. During the traineeship you'll work in Edinburgh based studios, both at the National Galleries of Scotland and the National Library of Scotland.

What will I Learn?

You don't need any experience; we'll teach you everything you need to know. Not only will you gain an SQA award in Collections Digitisation (the equivalent of an Advanced Higher) but you'll also receive valuable practical skills while you help to digitise our collection. This opportunity will give you a great start to your career in museums and galleries.

What Qualifications / Qualities are required?

We're interested in your personality and potential to become a great addition to our team. Here are some of the things we are looking for:

Essential:

- Passion for digital photography and an aptitude for technology
- Interest in cultural heritage as well as enthusiasm for art and working with collections
- Will be aged between 18 and 24 on the 5th September 2016
- Two Scottish Highers (or equivalent).

Desirable:

- Team player
- Comfortable carrying out routine tasks
- Enthusiasm for generating content for social media
- IT literacy and understanding of databases.

How to Apply:

You can submit an application on the National Galleries of Scotland Engage Portal (<https://nationalgalleries.engageats.co.uk/>). In your short statement, tell us why you're interested in the traineeship and what you see yourself doing in the future.

We want to see your personality and would love for you to make us a video! This is your chance to really get creative and show us who you are and why you want to work with us. You can submit your two-minute video via Instagram, Vine, YouTube or Vimeo. Email us the link along with your full name and instructions on how to access it to skillsforthefuture@nationalgalleries.org.

Closing Date:

Sunday 29 May.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Administrator - Modern Apprenticeship (R023)

Contract: Permanent

Salary: Above National Minimum Wage

Employer:

Our client manage luxury, five star serviced apartments in Edinburgh City Centre. They have previously supported modern apprenticeships and are extremely keen to introduce a recent school leaver to the team as a modern apprentice, supporting them with all aspects of administration.

Work Environment:

Working in a city centre location, you will deliver exceptional customer service and provide administrative support.

What might a day in this job look like?

- Meeting and greeting guests and other members of the public
- Taking new bookings and dealing with existing bookings, face-to-face or over the telephone
- Update the company computer system with client details and reservations
- Assist guests with any queries they have during their stay
- Basic accounts work including invoicing, purchase orders, ordering stock and taking payments
- Assisting with social media.

What will I Learn?

- You will undertake an SVQ Level 3 Business Administration.
- You will learn a variety of other skills such as customer service, teamwork and problem solving.

What Qualifications / Qualities are required?

- You must have a minimum of National 4 or equivalent in English and Maths.
- You should have good IT skills and be well organised.
- You should enjoy working with the public and be confident in dealing with people.

Closing Date:

This position will close when a suitable applicant is found.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Chef – Modern Apprenticeship

Contract: Two years while training with potential progression within company after successful completion of qualification. 40 hours per week.

Salary: Starting salary £150 per week

Employer:

At Leith's at the Edinburgh International Conference Centre, we take pride in producing simple, unfussy, delicious food. We aim to deliver friendly, professional service through well trained and motivated staff. We create an atmosphere in which our staff can develop their talents and feel part of an enthusiastic team.

Work Environment:

You will be part of a team of 9 staff. Kitchens can be challenging but very rewarding environments; we will work with you to ensure you get the best start to your career as possible. You will be assigned a mentor who has gone through the apprenticeship programme here and knows exactly the challenges you are facing on a daily basis.

What might a day in this job look like?

From cooking 5 course VIP dinners for celebrities like George Clooney and Arnold Schwarzenegger to catering for the thousands of visitors who attend the conferences, events and conventions held at the Edinburgh International Conference Centre, you will learn all aspects of working in a busy kitchen with experienced and qualified chefs.

Duties may include:

- assisting senior chefs to prepare different menus for all kinds of events – from very small intimate dinners to catering for events for thousands of people
- learning all aspects of working in a busy kitchen, including pastry, sauces, hot and cold food preparation, butchery, fish preparation
- receiving deliveries and stock room duties, learning how to order supplies and plan quantities
- following Health and Safety legislation and learning about health and hygiene.

What will I Learn?

You will work towards SVQ Level 2 and 3 in Food Preparation and Cooking through practical and theoretical assessment. All your learning will be done on the job and you will also learn about team work, customer service and problem solving.

What Qualifications / Qualities are required?

We are not looking for any formal qualifications but you will be enrolled onto an SVQ Level 2 Food Preparation and Cooking which will require a good level of literacy and numeracy and excellent communication skills.

We are looking for candidates who have a real interest in food and cooking, are enthusiastic, keen to learn and willing to follow instructions.

Closing Date:

Friday 20 May.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Electrical Engineering – Advanced Apprenticeship Programme

Contract: Permanent

Salary: Above National Minimum Wage

Employer:

For more than a century, the people of Archer Daniels Midland Company have transformed crops into products that serve the vital needs of a growing world. Today, we're one of the world's largest agricultural processors and food ingredient providers, with more than 32,300 employees serving customers in more than 160 countries. With a global value chain that includes 428 crop procurement locations, 280 ingredient manufacturing facilities, 39 innovation centres and the world's premier crop transportation network, we connect the harvest to the home, making products for food, animal feed, industrial and energy uses. Learn more at www.adm.com.

Work Environment:

Based at Edinburgh Mill, a flour milling business situated at Western Harbour, you will work with a small team of qualified tradesmen to learn all aspects of electrical systems maintenance, repair and troubleshooting.

What might a day in this job look like?

The Advanced Apprenticeship Programme will be a vehicle by which ADM Milling Ltd will raise its skills base and assist with succession planning by transferring the vast skills and knowledge of existing members of staff by having them act as mentors to the apprentices. The scheme will also act as a means of educating the advanced apprentices in the values and ethos of ADM and what is expected of them should they carry on to become full time employees.

What will I Learn?

The programme will begin in July/August 2016 and last 4 years. Part of that time will be split between attending college and on the job training and assessment. During the programme, the apprentices will complete a recognised National Vocational Qualification related to electrical engineering and will have the opportunity to later progress to a National Certificate and an SVQ level 3. To achieve this, we will work in partnership with Edinburgh & District Employers Training Association Limited.

What Qualifications / Qualities are required?

We are seeking dedicated and enthusiastic individuals who have a minimum of 3 National 4s or equivalent (or be expecting to achieve them summer 2016) including Maths, English and Science.

Closing Date:

Tuesday 3 May.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: National Tyre and Autocare – Apprenticeship

Contract: Fixed Term for 2 years – Under 18s will work 39.5 hours per week (including one hour for lunch) Tuesday to Friday 08:30-17:30 and Saturday 08:30-17:00.

When you turn 18 and are in your 2nd year, you will participate in the branch rota working a total of 44.50 or 45 hours per week, which may include Sundays.

Salary: £153.85 per week / £8,000.00 per annum (starting salary) - increase will be applied after your 1st year of service and on reaching age 18. Plus 30 days holiday entitlement pro-rata in the first year, including 8 public holidays.

Employer:

National Tyres and Autocare is the UK's largest independent tyre and autocare specialist. We supply and fit tyres to cars and vans as well as offering a specialist service in fitting exhausts, brakes, batteries, suspension and MOT testing. Meeting the needs of our customers is naturally the most important thing to us, so we spend a lot of time making sure the team that does this is properly trained, highly professional and totally focused. We are now looking for the next generation of champions to join our apprenticeship programme to help us go the extra mile for our customers and setting the standards that we've become famous for.

Work Environment:

You will be based in Edinburgh working with a close-knit team, but will be required to attend a training centre for a number of weeks away from home.

What might a day in this job look like?

The training programme will combine in-house training, as well as on the job training in your designated branch. You will also work alongside our qualified technicians.

What will I Learn?

On completion of your training you would have acquired the following knowledge, skills and competencies:

- Level 2 NVQ Diploma in Vehicle Fitting
- Health and Safety and Good Housekeeping
- support for job roles in the automotive environment
- materials, fabrication, tools and measuring devices
- identify and agree customer services needs
- high performance tyres
- four wheel alignment
- exhausts, braking systems, suspension dampers and springs
- batteries and components
- safe use of oxy/acetylene
- functional skills
- Employee Rights and Responsibilities
- IT, communication, numeracy and working with others.

What Qualifications / Qualities are required?

You must have at least three National 4s or equivalent including English and Maths. We are looking for an individual with a keen interest in mechanics.

Closing Date:

Friday 3 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: RBS Apprenticeships

Contract: 18 - 24 months

Salary: £266.70 per week

Employer:

RBS is a bank with a history of looking ahead. Since we were established by Royal Charter in 1727, we have granted the world's first overdraft, launched the first mobile bank and developed the first fully functional smart phone banking app. We're passionate about making a difference – to our customers, our people and the communities we work in. How we treat people is a fundamental part of how we do business. Fairness and honesty are at the heart of how we work and our culture is a positive, professional and friendly one. We believe in creating an open and supportive environment where everyone is given the opportunity to do what they do best. No matter where you work in RBS, you'll be actively encouraged to share your views and opinions.

Work Environment:

As an RBS Apprentice you'll enjoy a whole host of benefits, and you'll earn a competitive salary as you learn through on-the-job training. You'll also have plenty of support from your buddy as you study towards a professional qualification through a structured online learning and development programme. Formal networking opportunities will allow you to meet colleagues from across the business and you'll be given everything you need to realise your potential and succeed in your role. It's a fantastic alternative to full-time education, and a unique opportunity to become part of a diverse, challenging and exciting organisation.

What might a day in this job look like?

We have big ambitions for our apprentices. It's your new ideas, fresh thinking and customer focus – along with the technical expertise you'll gain – that will build our bank in the months and years ahead. Throughout the apprenticeship and beyond, we'll help you reach your potential in an environment that will stretch you from day one. We currently have Level 3 Apprenticeship opportunities across a number of business areas.

What will I Learn?

Combining valuable practical experience and vital learning, the RBS Apprenticeship provides you with everything you need to develop a rewarding career and shape your future. Expect to be challenged as you expand your skills with a hands-on education, gaining invaluable insight and on-the-job training.

What Qualifications / Qualities are required?

To be eligible for an RBS Apprenticeship, you must be over 16 and no longer in full-time education. You should have Standard Grade Level 3 or National 4 Maths and English. You'll need to be bright and ready to kick-start your career in an international financial institution. You'll bring a fresh perspective, questioning nature and the boundless potential needed to shape the future of RBS. The drive to meet challenges head on, learn on the job and study for a professional qualification is also a must-have. Of course, we'll expect you to show real enthusiasm and seize every opportunity that comes your way.

Closing Date:

Closing date extended but may close at short notice.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

- Job Title:** Vehicle Parts - Modern Apprenticeship
- Contract:** 3 years with the possibility of being kept on
- Salary:** Modern Apprenticeship National Minimum Wage
- Employer:**

You will be working for one of Scotland's leading privately owned car dealer groups in the city centre.

Work Environment:

You will be based within a car show room environment.

What might a day in this job look like?

Parts apprentices will be trained in:

- sourcing and ordering parts from stock
- checking supplier standards and looking at stock requirements.

You will be interacting with customers on a daily basis including:

- identifying customer needs
- giving customers advice both on the telephone and face to face.

What will I Learn?

Parts Apprentices will be trained in all operating systems within the parts department, along with full customer service training. You will gain an SVQ Level 3 in Motor Vehicle Parts Person.

What Qualifications / Qualities are required?

- You must have National 4 or 5 or equivalent in English, Maths, Administration or Computer Studies.
- It is essential that you are literate, numerate, reliable and keen to learn.

Closing Date:

This opportunity will close when a suitable number of applications have been received.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Hairdresser – Modern Apprenticeship

Contract: Permanent – up to 40 hours per week

Salary: £4.00 per hour. This will be reviewed regularly and will be based on performance.

Employer:

Juniper Salon is a well established hairdresser based in Juniper Green. With a number of well trained and friendly staff, including a qualified nail technician, the salon really is at the heart of the community and offers a full range of salon services to their clients.

Work Environment:

Based at our bright modern salon in Juniper Green, you will work as part of a small team in a friendly but busy environment.

What might a day in this job look like?

No two days are the same and you will learn all aspects of working in a busy salon:

- Shampooing, scalp massage and taking colour off
- Welcoming and helping look after clients by taking their coats and getting refreshments
- Keeping the salon clean, tidy and safe
- You will also have the time to ask questions and learn from other staff members.

What will I Learn?

- You will work towards and complete SVQ Level 2 and 3 in Hairdressing
- How to deal with customers and respond to enquiries
- Soft skills such as communication, teamwork and problem solving.

What Qualifications/Qualities are required?

You don't need any qualifications or experience, but you must have the following qualities:

- a passion for hair, beauty and fashion
- polite, reliable, punctual and pay attention to detail
- always willing to learn and work hard
- good communication skills and the ability to listen and follow instructions
- the ability to work as a part of a team.

Closing Date:

This position will close when a suitable applicant has been found.



Wallace Whittle



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Trainee Electrical Engineer

Contract: Permanent. (35 hours per week, Monday to Friday with day release at university)

Salary: £7,000 - £10,000 per annum (in line with National Minimum Wage)

Employer: TÜV SÜD Wallace Whittle

TÜV SÜD Wallace Whittle are international award winning Building Services Consulting Engineers who champion a sustainability led design approach for the benefit of our clients and the world we live in. We specialise in leading edge Mechanical, Electrical and Sustainable design solutions which respond to the needs of our customers, whilst respecting evolving legislation and technology trends to ensure investments are protected. We ensure a pro-active approach to clients services provision and our reputation as a leading designer of building services is founded on a solid skills heritage and a successful track record spanning over 50 years.

What are Building Services?

Imagine yourself in the greatest building in the world. Now take away the lighting, heating and ventilation, the lifts and escalators, acoustics, plumbing, power supply and energy management systems, the security and safety systems. You are left with a cold, dark, uninhabitable shell. Everything inside a building which makes it safe and comfortable to be in comes under the title of 'Building Services'. A building must do what it was designed to do - not just provide shelter but also be an environment where people can live, work and achieve.

Work Environment:

You will be based in the Edinburgh office in Broughton Street Lane as part of a tight knit team of designers and technicians. Our office is made up of Mechanical, Electrical, Public Health, CAD and Administration departments.

What might a day in this job look like?

One of the great advantages of being a Building Services Designer is that no two days are the same. Each project is different and the wide variety of tasks means you always have new challenges. Typical duties may include:

- Assisting a team of engineers and technicians with the production of engineering drawings
- Production of 3D or 2D drawings using computer software
- Preparation and checking of simple engineering calculations
- Initial checking of own work
- Contributing to providing solutions to design problems
- Meeting agreed deadlines
- Attending meetings and/or site visits/surveys
- Attending and participating in company activities, presentations and workshops
- Keeping your training log up to date and attending training/Continuous Professional Development where appropriate
- Supporting the administration of projects
- Ensuring application and maintenance of all Quality System procedures
- Weekly recording of man-hour commitments to individual projects.

What will I Learn?

The traineeship in Electrical Building Services Engineering will run over a four year period during which time you will undertake a supervised programme of training and university day release to gain a degree in Building Services Engineering.

The Building Services Engineering course will cover all aspects of building services including mechanical engineering whilst the main focus of the role in the office will be the design of electrical systems. This provides the candidate with a broad understanding of our industry to develop their career for the future.

What Qualifications / Qualities are required?

You should be studying towards or have achieved a minimum of 3 Highers including English, Maths and a science subject (preferably Physics or Technological Studies) and 5 passes at National 5 or equivalent including English, Maths and a science subject.

You should have:

- the desire to work in an engineering office environment
- willingness to achieve a professional qualification
- good numeracy, literacy and computing skills
- ability to manage your own time and prioritise at busy times
- practical awareness of the Building Services Engineering environment
- an interest in using computers for design work, calculations, and testing designs
- ability to produce neat and accurate technical drawings
- ability to think in a methodical way to design, plan and organise projects
- a temperament that means you work well with other people
- excellent communication skills within a team and externally
- ability to present and explain the thought processes behind your own design work.

You should be able to demonstrate that you are:

- enthusiastic
- adaptable
- willing to learn
- punctual
- reliable
- committed
- self-motivated
- well presented.

Closing Date:

This opportunity will close when a suitable candidate has been found.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Artisan Baker - Modern Apprenticeship

Contract: Permanent

Salary: Modern Apprenticeship National Minimum Wage – this will be reviewed regularly

Employer:

At the Breadwinner we're passionate about baking. Since 1973 our master craftsmen bakers have been baking in Edinburgh - kneading and shaping dough by hand. We prefer to use traditional, simple methods and allow time to naturally enhance our products, rather than adding anything that would change the quality or flavour of our breads. We're proud of our heritage - and work hard to supply breads, cakes and pastries that are locally made, freshly baked and full of flavour.

Work Environment:

You will be working in a small team within a busy wholesale artisan bakery at South Gyle.

What might a day in this job look like?

- Learn and apply food hygiene and safety practices, personal hygiene, equipment and work place cleaning, stock rotation systems, and the systematic and preventative approach of Hazard Analysis and Critical Control Point (HACCP) in food production process.
- Learn about the main ingredients used in baking and how to use and store them.
- Weigh ingredients according to recipes and calculate the amounts needed for a given yield (output).
- Follow recipes and processes for making baked goods.
- Use and clean specialised machinery (mixers, dough breaker, oven etc) after each use as required.
- Use specialist tools (rolling pin, piping bags etc) for producing products.
- Understand and conduct proper fermentation for yeasted products.
- Hand divide, shape breads and buns and baking goods.
- General cleaning of equipment and work place area as required.
- Reflective practice on all aspects of the job, while constantly striving to achieve high quality and regularity of products.

What will I Learn?

You will complete a 3-4 year apprenticeship which will include practical on the job training working closely with some of the best bakers in Scotland. This training will be supplemented by SQA accredited SVQs.

What Qualifications / Qualities are required?

We are looking for a motivated young person with a passion for bread and baking who strives to achieve high standards and pays attention to detail. You should have good communication and problem solving skills, be numerate, hardworking, organised and enjoy working in a team.

Closing Date:

This opportunity will remain open until a suitable candidate is found.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Business Administrator - Modern Apprenticeship

Contract: Permanent, Monday - Friday 9 am – 5 pm

Salary: National Minimum Wage

Employer:

Rainbow International Services, 19 Dumbryden Drive, Edinburgh, EH14 2QR. Serving Edinburgh, Midlothian, Livingston and surrounding areas, we deliver a comprehensive range of disaster restoration and carpet and upholstery cleaning and repair services for homeowners and commercial clients.

Work Environment:

A well established and respected Restoration and Specialist Cleaning company in Edinburgh require a reliable, hard-working and enthusiastic individual between the ages of 16-19 years old. This business is rapidly expanding and is very fast paced. The prospects are extensive for the right applicant so if you are committed and don't mind hard work, you could be what they are looking for!

What might a day in this job look like?

- General administration duties including filing, scanning, photocopying
- Book visits for all technical teams
- Manage claims and log all information onto company system
- Diary and Time Management
- Liaise with sub-contractors regarding quotations and work to be completed
- Dealing with any complaints in line with FSA guidelines and requirements.

What will I Learn?

You will undertake an SVQ Level 3 in Business Administration (industry related qualification).

What Qualifications / Qualities are required?

- Strong administration skills
- Ability to work within a fast paced environment
- Excellent customer service skills
- Good numeracy and literacy
- Effective communication skills
- Confident and polite telephone manner
- Planning and organisation skills
- Driving Licence preferred.

Personal qualities:

- Reliable and hardworking
- Punctual and well presented
- Team player and well organised
- Positive, flexible attitude.

Closing Date:

The employer is looking to fill this position as soon as possible.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: EY School Leaver Programme

Contract: Permanent

Salary: Competitive with benefits

Employer:

As one of the world's leading professional services firms, we know successful businesses mean successful economies – something we all benefit from. So we harness our creativity and ingenuity to make our global clients the best they can be. Whether you're helping clients grow, transform, pay the right amount of tax or build a reputation people trust, you'll be improving the world we live in – and your own career prospects.

Work Environment:

To find out more about working in our Edinburgh office, please watch the following film:

<https://www.youtube.com/watch?v=bdR6PAbRSII&feature=youtu.be&list=PL4JSMaUVcSC2QGsnCQRnyKbrCzVdvRtnH>

What might a day in this job look like?

In Edinburgh we recruit school leavers into our Assurance service line where you can either work with our Financial Services clients or our UK and Ireland clients.

Please watch our "Day in the Life" profile videos of Flo and Drew, two of our Assurance school leaver trainees:

https://www.youtube.com/watch?v=5xRZiSKn_iQ&feature=youtu.be&list=PL4JSMaUVcSC0QC_FxlvdFUYYvrg6tbKN

https://www.youtube.com/watch?v=ijsg-pVTyWE&feature=youtu.be&list=PL4JSMaUVcSC0QC_FxlvdFUYYvrg6tbKND

What will I Learn?

If you want to fast-track your business career while avoiding student debt, then jump straight into the world of work on our award-winning School Leaver programme. You'll start earning right away and gain the same professional qualification you'd get as a graduate – a year earlier than if you went to university. It's your chance to go further in business without studying for a degree.

The 5 year structured training programme includes:

- earning your chartered accountancy professional qualification through the Institute of Chartered Accountants of Scotland
- challenging work on a diverse range of projects and clients
- study leave – time out of the office to prepare for your exams
- on-the-job coaching, your own career counsellor and a dedicated team to support you through your professional studies
- a tailored induction alongside our graduate recruits to introduce you to senior people in EY and help you settle into the business
- a host of transferable business skills
- competitive salary plus benefits, that include a pension, bikes for work, a subsidised gym membership, season ticket loan, sports teams and annual travel insurance
- regular networking events
- the same world-class training and experience in all of our UK offices.

What Qualifications / Qualities are required?

We are looking for students who are studying towards their Higher exams in either 5th or 6th Year. We no longer have any academic requirements for our School Leaver Programme - we focus on your future potential, not your past performance.

We are looking for people with the energy, enthusiasm, courage to lead and an interest in business. You must be good at working in teams and keen to get involved in the EY community.

How to Apply:

The first step is to apply online. We'll then send you an online strengths assessment to complete, followed by psychometric tests that will assess your numerical, verbal and logical reasoning ability. Do well and we'll invite you to an interview and, potentially, an assessment centre. This process may vary slightly for each programme so please check on our careers website - <https://ukcareers.ey.com/> - for more details. For more information you can also email our recruitment team at eyschools@uk.ey.com.

Closing Date:

Applications for September 2016 are open.

Applications for 2017 programme will open in August 2016.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Business Administrator Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £5 per hour

Employer:

Walker Love is a firm of Messenger-at-Arms and Sheriff Officers. They provide a range of services to businesses, public sector bodies, individuals and third sector organisations.

Work Environment:

You will be working in a small team based in our city centre office in Edinburgh.

What might a day in this job look like?

- Assisting with loading and preparation of diligence instructions
- Screening calls, routing calls and or taking detailed, accurate messages where necessary
- Assisting with distribution of all incoming and outgoing post and couriers
- Collection and delivery of mail to LP DX post office and clients
- Photocopying, faxing, and filing
- Ad-hoc secretarial and administrative duties including running errands
- At all times comply with company policies, procedures and instructions.

What will I Learn?

You will undertake SVQ Level 2 / 3 in Business Administration.

What Qualifications / Qualities are required?

Ideally you should have National 4 / 5 or equivalent in English and Maths, be positive, reliable and enthusiastic.

Closing Date:

This position will be closed when a suitable applicant is found.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: BT Apprentice Programme – Engineering/Information Technology

Contract: Apprenticeships are between two and four years' duration. The length of the apprenticeship depends on the programme and the level of qualification.

Salary: Competitive

Employer:

BT is one of the world's leading communications services companies, serving the needs of customers in the UK and in more than 170 countries worldwide. Our main activities are the provision of fixed-line services, broadband, mobile and TV products and services as well as networked IT services. In the UK we are a leading communications services provider, selling products and services to consumers, small and medium sized enterprises and the public sector. We also sell wholesale products and services to communications providers in the UK and around the world. Globally, we supply managed networked IT services to multinational corporations, domestic businesses and national and local government organisations.

What will I Learn?

Our apprenticeships are designed so they offer a structured programme that takes the apprentices through the skills they need to do a job well. Along the way there are targets and checks to make sure each apprentice is supported and is making progress. We offer a range of apprenticeship levels dependent on your qualifications and the area of the business you chose to work in:

- Advanced - You'll work towards work-based learning Level 3 competence qualification (BTEC) learning functional skills which are supported by a knowledge based qualification such as an NVQ.
- Higher - You'll work towards work-based learning Level 4 competence qualification which is consolidated by the achievement of a foundation degree.

What Qualifications / Qualities are required?

- Advanced - You must hold or expect to achieve at least four National 5, Intermediate 2 or Standard Grade Credit qualifications including English and Maths.
- Higher - You must hold two Highers in addition to the above.

NOTE: Scottish Vocational Qualifications (SVQ) at level 2 or 3 may also be counted.

You should also meet the following criteria:

- 16 or over when you start your apprenticeship
- Eligible to work in the UK on a permanent basis
- Not in full-time education.

Please see the BT website for details of individual apprenticeships, entry requirements and the application process: <http://btplc.com/Careercentre/Ourlocations/UK/Apprenticeships/index.htm>.

Closing Date:

This opportunity will close once all vacancies have been filled.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Business Administrator Assistant - Modern Apprenticeship

Contract: Permanent

Salary: £6,000 - £12,000 per annum

Employer:

DWF Solicitors are a leading legal firm with an ambition to create a unique and alternative approach to delivering legal services.

Work Environment:

Based in Edinburgh, you will work as part of a small friendly team in an office environment.

What might a day in this job look like?

Your main duties will include:

- capture and completion of client, party and matter details in the relevant system
- coordinate information from Fee Earners to resolve conflict of interest scenarios
- liaison with DWF and Compliance Teams to verify changes to controlled data
- create new client database
- opening cases on relevant case management systems
- assisting in the provision / maintenance of management information
- file management – archiving, housekeeping of files and closure, hard copy and on various systems
- maintain the library and information sheets
- photocopying and scanning documents
- dealing with incoming/ outgoing post
- maintain court diaries
- general administrative tasks including photocopying and ensuring correct changes are applied, general maintenance as and when required
- work with agreed method and case management tools
- following all the firm's policies and procedures
- ensuring confidentiality is maintained at all times.

What will I Learn?

You will undertake SVQ Level 2 / 3 in Business Administration.

What Qualifications / Qualities are required?

Ideally you should have National 4 / 5 or equivalent in English and Maths, be positive and reliable.

Closing Date:

This position will be closed when a suitable applicant is found.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Business Administrator - Modern Apprenticeship (R021)

Contract: Permanent

Salary: Living Wage

Employer:

A care company in North Edinburgh is looking to take on a school or college leaver to work with a busy team.

Work Environment:

This company are looking for a recent school or college leaver to join them as a Modern Apprentice in a Trainee Administration role in their Edinburgh office. You will be providing a hugely important role, supporting the rest of the team with day-to-day administration aspects of the business. This is a great working environment for someone looking for their first role.

What might a day in this job look like?

Working internally with colleagues as well as external agencies, your duties will include:

- answering the phones
- liaising with social workers looking to gain client details
- updating the computer information system
- grouping clients to manage staff caseloads
- providing team leaders with client information for assessment
- creating care plans
- updating staff timesheets
- general administration.

What will I Learn?

You will undertake an SVQ Level 3 Business Administration.

What Qualifications / Qualities are required?

Ideally we are looking for at least Higher English and possibly Administration or Business Management. However a good set of National 4 and 5 or Standard Grades will be considered.

We are looking for someone who is positive and enthusiastic, looking forward to starting their career.

Closing Date:

This position will be closed when a suitable applicant is found.

The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: IT Technical Support – Modern Apprenticeship

Contract: Permanent

Salary: £10,000 - £12,000 per annum starting salary

Employer:

OneStop IT have been serving Edinburgh and beyond since 2003. Our client specialise in providing outsourced service desk support and network support to many small and medium sized organisations.

Work Environment:

An IT services company.

What might a day in this job look like?

As an IT Support Apprentice you will be responsible for the following duties:

- Diagnosing and troubleshooting technical issues on site and remotely
- Installation, updating and maintaining all IT systems
- Communicating with customers and clients with regards to IT difficulties
- Setting up and configuring desktops/laptops/tablets.

What will I Learn?

You will gain an SVQ Level 2/3 in IT & Telecommunications.

What Qualifications / Qualities are required?

Ideally you will be educated to minimum level of National 5 or equivalent in Maths and English and an IT related subject. You will have a passion for IT and some previous customer service experience.

If you would like to find out any further information then please call 01786 478 478 and ask for Marian.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: IT Technical Sales – Modern Apprenticeship

Contract: Permanent

Salary: £10,000 per annum starting salary

Employer:

Icelandic was set up in September 2000 to look after servicing SMEs in Edinburgh and Glasgow. We wanted to address the needs of small businesses who can't justify the expense of supporting and managing a large IT staff but who still require reliable, secure, high-performance information systems.

Work Environment:

An Edinburgh-based IT support company.

What might a day in this job look like?

Your duties will involve:

- Promoting the company's services and associated products
- Answering and following up customer/client enquiries
- Providing technical advice to customers/clients
- IT sales administration
- Follow company processes and policies.

What will I Learn?

You will gain an SVQ Level 2/3 in IT & Telecommunications.

What Qualifications / Qualities are required?

Ideally you will be educated to minimum level of National 5 or equivalent in Maths and English and an IT related subject. You will have a passion for IT and some previous customer service experience.

If you would like to find out any further information then please call 01786 478478 and ask for Niall.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



Job Title: KPMG360° Programme
Contract: 3 or 6 years depending on the career path you take
Salary: £15,000 - £18,000 per annum – dependent on location

Employer:

KPMG in the UK is a leading provider of professional services, including audit, tax and advisory specialisms - delivering integrated solutions to our clients' issues. We have over 12,000 partners and staff working in more than 20 offices. Being part of a strong global network of member firms gives us a truly global mindset. With passion and purpose, we work shoulder-to-shoulder with you, integrating innovative approaches and deep expertise to deliver real results.

Work Environment:

At KPMG, your long-term future is every bit as important to us as it is to you. That's why our aim is to give you experiences that will stay with you for a lifetime. Whether it's great training and development, mobility opportunities or corporate responsibility volunteering activities – you'll gain a wealth of experiences on which to build a rewarding career. We're proud of our culture – it's one that recognises hard work, encourages new ways of thinking and embraces diversity and inclusion. We have an innovative spirit which inspires what we do and how we do it – striving to be better lies at the heart of who we are.

What might a day in this job look like?

Not sure which area of our business you're most interested in or suited to? Our rotational KPMG360° apprenticeship programme could be for you. In your first year, you'll learn about all parts of our business so you can make an informed choice about where you'd like to specialise. Once you decide, you could work towards a nationally recognised professional qualification. The programme will last three or six years depending on the career path you decide to take.

You'll rotate around the business, getting an amazing overview of the huge variety of projects we undertake.

As you undertake placements across Audit, Tax and Advisory, there'll be no such thing as a typical day, but each placement will include:

- Proactively looking to become an integral part of the team, networking and developing relationships internally and with key members of our clients teams
- Developing commercial awareness, communication, team-work, employability and technical skills as you undertake structured placements across Audit, Tax and Advisory.
- Embracing new ideas and approaches, seeking out new responsibilities and proactively getting involved with a wide range of work.
- Displaying an understanding of KPMG's values and demonstrating behaviours that inspire the trust and confidence of team members.
- You will take on tasks that directly add value to our clients and our business.

Work will vary from placement to placement, but could include:

- Working as part of an audit team, tasks could include audit of cash, fixed asset additions and disposals and the verification to underlying records and checking of mathematical accuracy of company financial statements.
- Liaising with HMRC and drafting correspondence to clients.
- Providing valuable support to client facing teams in advisory – projects could relate to anything from cyber security to fraud investigations.
- Research tasks
- General support to project teams, including taking minutes at meetings, preparing engagement letters and billing.

What will I Learn?

- First year: Once you join the programme you will have regular conversations about your career. Your foundation year will allow you to make an informed choice about your career path going forward.
- Second and third year: A Technician Level qualification that will enable you to become a qualified professional.
- Fourth, fifth and sixth year: A professional qualification, for example ACA, CA, CTA or CIMA. You will decide whether to specialise in Audit, Tax or Advisory and your qualification studied will reflect this decision.

What Qualifications / Qualities are required?

As a general rule, you'll be expected to meet the following requirements:

- A minimum of A-C in Intermediate 2/National 5 qualifications for both Maths and English
- Equivalent to 260 UCAS points across Highers and Advanced Highers.

However, it's not just your academic performance we are interested in; we will assess your application by combining a number of different factors including work experience and how you perform in our recruitment process.

How to Apply:

<https://jobs.kpmgcareers.co.uk/job/Edinburgh-KPMG360-Programme-2016/323549000/>

Closing Date:

The programme is on a rolling application basis so places will be filled as applications are received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Administration Assistant – Modern Apprenticeship (QA6641)

Contract: 12 – 24 months, Mon – Fri, 30 – 35 hours

Salary: £150 - £200 per week

Employer:

A charity in Edinburgh working to enrich the lives of people with disabilities.

Work Environment:

EH11 - office based.

What might a day in this job look like?

- Prepare accounts payable invoices
- Analyse and account for all petty cash spent
- Office receptionist and telephonist
- Recruitment administration, including preparing job recruitment packs
- Promoting the work of the organisation
- Ensure service users' needs are met and reported accordingly.

What will I Learn?

- SVQ Level 3 in Business & Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Business Administration – Modern Apprenticeship (QA4001)

Contract: 12 - 14 months, Mon – Fri, 9 am - 3 pm

Salary: £120 - £140 per week

Employer:

Centre of excellence providing training, support and promotion for young performers in Edinburgh.

Work Environment:

EH11 - office based.

What might a day in this job look like?

As a paid business intern you will be working closely with the administration team within the company, learning and applying valuable skills within the field of administration in a very lively and creative environment!

What will I Learn?

- SVQ Level 3 in Business & Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Project Manager – Modern Apprenticeship (QA4002)

Contract: 18 – 24 months, Mon – Fri, 35 hours

Salary: £120 - £140 per week

Employer:

Centre of excellence providing training, support and promotion for young performers in Edinburgh.

Work Environment:

EH11 - office based.

What might a day in this job look like?

As a paid Project Management intern you will be working closely with the administration and management team within the company, learning and applying valuable skills within a very lively and creative environment!

You will be looking at covering Business Cases, Project Scope, Planning and Analysis, Risk and Resource Management and internal/external stakeholder communications.

What will I Learn?

EAL Level 4 Project Management.

Classroom Training includes:

- Business Cases
- Project Scope
- Planning and Analysis
- Risk and Resource Management
- Stakeholder communications.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Software and Web Development – Modern Apprenticeship (QA6767)

Contract: 12 – 24 months, Mon – Fri, 35 hours

Salary: £150 per week

Employer:

A tech company who deal with design and web development.

Work Environment:

EH11 - office based.

What might a day in this job look like?

- Assisting management in the running of the office on a day to day basis, as well as implementing skills learned over the course of the apprenticeship.
- Helping to apply design themes
- Adding content and resizing images
- Adobe CS skills
- Assisting team members via tasks that they may set.

What will I Learn?

- Diploma for Information Technology and Telecommunications Professionals SCQF Level 6
- MTA in software development fundamentals.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Digital Skills - Modern Apprenticeship (QA6722)

Contract: 12 – 24 months, Mon – Fri, 35 hours

Salary: £175 per week

Employer:

A charity that provides support and information services to victims and witnesses of crime in Scotland.

Work Environment:

EH8 - office based.

What might a day in this job look like?

- Assist with developing and managing digital capabilities including social media and email marketing
- Involvement in segmenting data, and analysing results
- Assist in managing the website, including loading and developing content, Search Engine Optimisation (SEO) and analysis
- Assist the Head of Digital Services in digital projects
- IT and digital incident and problem monitoring – keeping track of incidents and resolutions
- Performance reporting - including monitoring of service level agreements with suppliers
- Point of contact for staff queries and requests
- Management of IT asset inventory
- Supporting Business Intelligence needs
- Documenting processes, policies etc
- IT administration.

What will I Learn?

SCQF Level 6 with progression to 8 – Diploma for Information Technology and Telecommunication Professional.

Classroom Training includes:

- Adobe Photoshop
- CF6
- Video Editing
- SEO
- Web Design
- Social Media
- Email Marketing.

What Qualifications / Qualities are required?

- You must have or expect to gain 5 National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.
- Good working knowledge of Windows and Microsoft Office
- Knowledge and interest of social media and web based tools
- Good communication and documentation skills
- Self-motivated and quick to learn.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Plant Maintenance (Fitter) – Modern Apprenticeship

Contract: Fixed Term for 3 years - Monday to Friday, 40 hours per week

Salary: £10,500 per annum (starting salary) plus annual incentives upon successful completion each year of your apprenticeship and 23 days' annual leave excluding public holidays.

Employer:

A-Plant is one of the UK's leading rental equipment companies. A FTSE 100 company which offers superb training opportunities, a supportive working environment and scope for progression, we're an employer of choice too. Our culture is fast paced, friendly and empowering. With a history of growth and with plans to redefine excellence within the equipment rental industry, our business is going from strength to strength. With over 160 apprentices and winners of the CITB Industry Apprentice Employer of the Year Large Company Award 2015, A-Plant has an excellent apprenticeship programme which is growing each year and we want you to be part of it. We are currently recruiting for Plant Maintenance apprentices to join us in September 2016 to embark on a 3 year Apprenticeship Programme.

Work Environment:

You will be based at our Granton Service Centre working as part of a team in a supportive environment. We make sure our people are well equipped for the job they do.

What might a day in this job look like?

The Apprenticeship Programme combines 'block release' training at Reaseheath College, a specialist facility in Cheshire. You'll usually attend college for 4 weeks out of every 12. However, you'll receive travel expenses, accommodation, food and lots of support whilst you're there. The rest of the time, you'll receive on the job training and be a key member of one of our Service Centre teams. Carrying out supervised services, maintenance and repairs, you'll keep our equipment in great condition. An Apprenticeship is a big commitment, so you'll need to work hard and show you're serious about developing a career with us.

What will I Learn?

- Industry training and support to develop a skilled trade.
- Soft Skills - communication, teamwork, problem solving, customer service etc
- On completion of the Plant Maintenance apprenticeship, you will gain Level 2 NVQ Diploma in Plant Maintenance.

What Qualifications / Qualities are required?

We are looking for an individual with a keen interest in engineering and mechanics. You will also need to meet the following requirements:

- National 4 or equivalent in English, Maths and a technical/ science subject
- Technically competent
- Computer literate
- Attention to detail and accuracy
- Good communication skills
- Excellent problem-solving skills
- A head for heights
- A friendly, helpful nature.

Application Process:

You can apply for the Apprenticeship any time between January and June, but you must be ready to start with us in September 2016 when the college course starts.

As part of the recruitment process, you will need to complete the CITB application form by following the link below. This is in addition to submitting your application for the apprenticeship <http://www.citb.co.uk/bconstructive/citb-apprenticeships/bconstructive-application-form/>

Candidates who already have an SVQ Level 2/3 or equivalent in an Engineering or Motor Vehicle related discipline need not apply.

Closing Date:

Saturday 30 June.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Business Administration – Modern Apprenticeship (QA6468)

Contract: 12 months

Salary: £160 - £200 per week

Employer:

This company is a worldwide market leader in developing and delivering state of the art production, modelling and optimization software and technical support to the oil and gas industry. Our petroleum engineering software tools are the worldwide corporate standard at BP, Chevron, ExxonMobil, Shell, Statoil, Total and used at over 300 other companies worldwide.

Work Environment:

EH7 - office based.

What might a day in this job look like?

Based at Logie Mill, Edinburgh, you will be part of a small administration team working closely with your colleagues to ensure the provision of an efficient and quality administrative service to our clients in 80 countries around the world.

Reception duties:

- Answer incoming calls in a polite manner, assess and transfer as appropriate
- Meet, greet and register visitors to office and ensure reception area is kept tidy at all times
- Receive all post and deliveries to the office, register, scan and distribute incoming mail
- Process outgoing mail and courier dispatches.

Booking Worldwide Travel:

- Arranging engineers' visas, travel and accommodation for training courses in clients' offices
- Liaising with engineers to ensure passports are up to date
- Liaising with accounts regarding foreign currency and expense claims.

Edinburgh Training Courses:

- Administer Open training course bookings, changes, cancellations
- Printing and binding of course manuals and diplomas
- Order catered lunches and daily consumables
- Booking restaurants for course dinners.

What will I Learn?

- SVQ Level 3 in Business and Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

What Qualifications / Qualities are required?

You must have or expect to gain 5 National 4s or 5s, Credit or General Level Standard Grades, and/or Intermediates including Maths and English.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Business Administration - Modern Apprenticeship (QA6140)

Contract: 12 months, 9am – 5.30pm, Monday to Friday

Salary: £150 per week

Employer:

Undisclosed.

Work Environment:

EH10 - office based.

What might a day in this job look like?

We are looking for a Modern Apprentice aged between 17 and 19 years old to work alongside us within our office in Edinburgh city centre. We are a small team, so the ideal candidate must have a great personality and have basic computer skills (i.e. sending emails, using Google).

- Welcoming clients and visitors to the office
- Handling telephone enquiries and ensuring they are dealt with effectively and in a timely manner
- Maintaining all diaries and bookings
- Running through all office contract information
- Prepare tenant agreements, property files and invoices
- Updating customer information onto the database.

We can offer full training, although individuals should be confident, self-motivated with customer service excellence.

What will I Learn?

- SVQ Level 3 in Business & Administration
- Microsoft Office Specialist (MOS)
- One optional day from the QA Professional Development catalogue
- Core Skills Level 2.

What Qualifications / Qualities are required?

- You must have or expect to gain 5 National 4s or 5s or equivalent including Maths and English
- Naturally enthusiastic, hardworking, friendly and positive with an interest in the property sector
- Comfortable working in a customer service environment with an eye for detail
- Have excellent communication skills both verbal and written.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Junior Project Officer – Modern Apprenticeship (QA6144)

Contract: 18 months

Salary: £14,000 per annum

Employer:

Undisclosed.

Work Environment:

EH12 - office based.

What might a day in this job look like?

- Working with a team of IT consultants
- Coordinating schedules and activities aligned with project plans and resource diaries
- Coordinating resources and ensuring adherence to project schedules
- Maintaining and updating Project Documentation
- Information gathering and analysis
- Collating, preparing and distributing correspondence and reports etc
- Participating in and documenting team/project meetings
- Handling email, telephone and face to face enquiries
- Assisting with project management core processes (risk and issue management, document management, financial management, planning etc.) to gain a detailed understanding of project management methods
- Assisting Senior Manager, PMOs and/or project managers with successful resolution of project issues.

What will I Learn?

EAL Level 4 Diploma in Project Management.

What Qualifications / Qualities are required?

- At least 2 Higher Grade or equivalent (SCQF Level 6) qualifications (one must be in a STEM or Business Discipline).
- Standard Grade or equivalent (SCQF Level 5) English and Maths
- At least 3 other Standard Grade or equivalent (SCQF Level 4 / 5) qualifications
- Good communication skills
- Highly organised
- Good interpersonal/team-working skills
- IT proficient.

Closing Date:

The job will be closed when a satisfactory level of suitable applications have been received.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Sales Assistant, Customer Service, Cleaner and more

Contract: All types of contracts available

Salary: National Minimum Wage or above

Employer: Various Employers

At St James Shopping, we understand the challenges of looking for work and strive to support jobseekers in whatever way we can. For daily vacancy updates visit our [Facebook](#) and [twitter](#) pages or our [Vacancies](#) page.

Work environment:

The work environment is dependent on which opportunity you apply for.

What might a day in this job look like?

Varied and fast paced with opportunities for personal and career development. Most of the jobs require a high level of customer interaction and you may have to work shifts rather than standard hours.

What will I Learn?

- Soft skills such as communication, teamwork and problem solving
- Some company and industry specific/ related training etc.

What Qualifications / Qualities are required?

- Various qualifications - entry level/ experienced/ industry related opportunities are available.
- You must be reliable, willing to learn, highly motivated, have good interpersonal and communication skills and the ability to work as part of a team.

Closing Date:

We recruit all year round.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Retail, Hospitality, Beauty, Care and more

Contract: All types of contracts available

Salary: National Minimum Wage or above

Employer: Various Employers and Locations

At the Fort Kinnaird Recruitment and Skills Centre, we understand the challenges of looking for work and strive to support jobseekers in whatever way we can. Our services include:

- Signposting current vacancies throughout Edinburgh
- Support creating and updating CVs
- Support completing application forms
- Access to employment and information events
- Use of computers for job searching
- Pre-recruitment training opportunities
- Information on access to employability training and support.

For daily vacancy updates visit our [Facebook](#) page or our [Vacancies](#) page.

Work environment:

The work environment is dependent on which opportunity you apply for, eg, shop, restaurant, salon etc.

What might a day in this job look like?

Varied and fast paced with opportunities for personal and career development. Most of the jobs require a high level of customer interaction and you will work shifts rather than standard hours.

What will I Learn?

- Soft skills such as communication, teamwork and problem solving
- Some company and industry specific/ related training etc.

What Qualifications / Qualities are required?

- Various qualifications - entry level/ experienced/ industry related opportunities are available.
- You must be reliable, willing to learn, highly motivated, have good interpersonal and communication skills and the ability to work as part of a team.

Closing Date:

We recruit all year round.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Assistant Nursery Practitioner - Modern Apprenticeship

Contract: Full time

Salary: National apprenticeship wage or above

Employer: Various employers in Edinburgh

Work Environment:

Full time work in a private nursery looking after children aged 0-5 years. The role will involve providing a caring, nurturing and stimulating environment for babies and children as well as team work with colleagues and partnership with families.

What might a day in this job look like?

A typical day will include preparing the environment, planning activities suitable for children's development, preparing snacks and supervising meals, meeting the physical and emotional needs of the children and some housekeeping duties.

What will I Learn?

SVQ level 3 Social Services (Children and Young People)
Work based Core skills, ICT and Numeracy to SCQF level 5.

What Qualifications / Qualities are required?

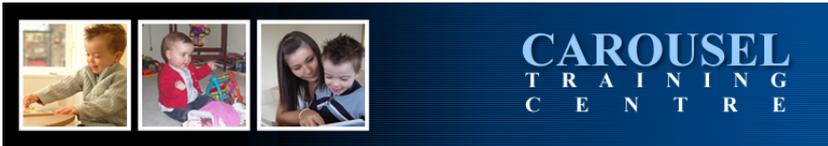
You should have or expect to achieve at least 3 of the following:

- National 4 or 5;
- Standard Grades at 4 or above; or
- Intermediate 1 or 2 at grade C or above.

No experience is required but an enthusiasm for working with young children, good communication skills, an ability to use initiative and reliability are essential.

Closing Date:

We have ongoing recruitment throughout the year.



The Edinburgh Guarantee exists to make sure that every school leaver in Edinburgh will leave school with the choice of a job, Further Education or training opportunity.

Job Title: Nursery Nurse – Modern Apprenticeship

Contract: Permanent

Salary: National Apprenticeship Wage

Employer: Various employers/ opportunities/ locations

Work environment:

You will be employed full time in a private nursery and expected to work as part of a team to provide a quality programme of activities and learning for children as young as babies to 5 years old. You will help children develop their physical, intellectual, language and social skills through play and work and partnership with parents and staff.

What might a day in this job look like?

You will help the children learn and develop their physical, intellectual, language and social skills through organised play. You will care for them whilst away from their family, giving support where required. Other duties will include feeding, caring, developing and planning of activities. Domestic duties are required to ensure a safe environment for the children.

What will I Learn?

You will train towards your SVQ Level 3 in Social Services (Children and Young People). You will attend a workshop for theory one day every 4 weeks and an assessor will visit the workplace on a monthly basis to observe and assess your practical competence.

What Qualifications / Qualities are required?

In order to be eligible for the Modern Apprenticeship Programme, applicants must be aged between 16 to 19 years old. You must have or expect to achieve 3 of the following (one of which must include English):

- National 4 or 5;
- Intermediate 1 or 2 (A-C); or
- Standard Grades (1-4).

Candidates must have good interpersonal skills, be highly motivated, have good communication skills and be reliable.

No experience is required.

Closing Date:

We recruit all year round.